

## Contract Compliance Specialist (Construction)

**OUR MISSION...** *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary Range:** PG: 15 - (\$46,638.00 - \$51,092.00)

**Location:** *Worksite(s) to include but not limited to:*  
North Georgia

**Opens:** March 27, 2015

**Closes:** April 6, 2015

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

[hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

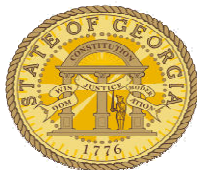
*GSFIC will attempt to meet reasonable accommodation requests whenever possible.*

### INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to [hr-email@spo.ga.gov](mailto:hr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**Contract Compliance Specialist – North Georgia**



**Website:** [www.gsfic.ga.gov](http://www.gsfic.ga.gov)

### Position Overview

**Duties:** Under general supervision, monitors the day-to-day progress of construction projects for the State of Georgia; Performs quality inspections of work place; Records job site conditions and workforce.

**Minimum Qualifications:** High school diploma or GED and six (6) years of foreman/lead experience in at least 3 construction divisions. Must have a valid Georgia Driver's License.

**Competencies:** Strong written and verbal skills; strong analytical skills; strong ability to read and interpret contracts and architectural drawings; demonstrates leadership and takes initiative; ability to plan and prioritize work; ability to use Microsoft Office Word & Excel; must be able to use e-mail and manage electronic documents.

### Working Conditions:

This position requires frequent visits to project construction sites which are subject to outside conditions. Must be able to walk and maneuver around construction sites in various stages of development.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GSFIC will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

**Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.**